

PERMANENT BUILDING COMMITTEE
Minutes – July 14, 2010

Present: Chair Michael Melnick, Co-Chair Elaine Jones, Craig Blake, Bill Braun, Bruce Ey, Tom Joyner, and Associate Gifford Perry. Also present: Building Inspector Jim Kelly and Green Committee member Robert Morrison.

The meeting was called to order at the Flynn Building at 7:30 p.m.

Minutes The minutes of July 7, 2010 were approved.

Noyes Solar Grant Mr. Melnick has negotiated an adjustment in the amount of \$3,525 to the contract with New England Breeze to add two additional solar panels for a total new contract price of \$22,500. The Contractor has also agreed to file for a Commonwealth rebate once the work is complete.

DPW Wash Bay Equipment Replacement Mr. Ey reported that the ozone generator will not be required for the system. Ms. Jones will work with Mr. Place regarding procurement requirements.

Vault Grant Mr. Joyner advised that he will assist the Town Clerk with project requirements and acknowledged the engineer proposal review. As for resubmission of the grant application for construction of a new vault, Mr. Joyner expressed his intention to review all costs and increase the engineering design portion for the resubmission.

Fairbank Tile Project Ms. Jones reported that, in agreement with the Park & Recreation Director, the project would not be bid this summer but at a later agreed upon date.

Design of Solar Electric and Solar Thermal Systems – Fairbank Community Center (ARRA Funded) Discussion commenced concerning the appropriate design fee for the project. Mr. Morrison of the Green Committee reviewed a prototype performance construction bid document received from the Massachusetts Department of Energy Resources (DOER) which the PBC proposed to be utilized (format only) for the Solar Electric System construction bid. Mr. Morrison agreed that the format was suitable for use by the engineer with modifications and also agreed that its use would minimize the design cost involved in the project. It was noted, however, that the Engineer would need to make design decisions relative to the solar thermal project. It was intended that the Engineer would be provided with the Green Committee grant application package containing substantial design input from both Mr. Morrison and Mr. Sevier. Mr. Morrison expressed his intention to provide the autocadd drawings which would also reduce the engineering design cost.

Members concurred that, in consideration of the factors noted, an appropriate lump sum fee for design services should be \$10,000 including the services of a structural engineer. It was noted that the grant application listed the arbitrary sum of \$6,564 for engineering services with \$10,000 allotted for controls. Mr. Morrison suggested that the full engineering fee negotiated should be expended from the ARRA grant and other grant funds recently received should be used for the system control portion if necessary.

Following the discussion, the Committee and guests met with BLW Engineer William Scanlon for discussion of the project concepts and the assistance to be provided by the Town in relation to the design fee. Mr. Scanlon will prepare a revised price proposal based upon the discussion.

Mr. Melnick was authorized by the Committee to negotiate a revised fee to reflect the lump sum fee approved by the Committee.

Roof Study & Design Prior to meeting with James Russo of Russo Barr Associates, Mr. Kelly suggested that, given the difficulties of preparing a bid document for the Fairbank roof (shingle portion only) involving skylights, curb, cricket, insulation and vent questions, he would like to commission Russo Barr to develop the bid specifications based upon the evaluation performed in the roof study. The Committee agreed with this approach.

It was noted that \$12,000 was available from remaining STM97/4 funds in the School Construction and Renovation Article and Mr. Kelly had requested \$14,000 in the Capital Budget which was approved at Town Meeting, providing a total of \$26,000. The Committee approved \$24,000 as a not-to-exceed base negotiating price for the roof study given that Mr. Kelly had prepared data on the various Town roofs to be shared with the Consultant.

Following discussion, the Committee and Mr. Kelly met with Mr. Russo who presented a scope of services and price proposal. Mr. Russo explained the methodology employed in developing the price proposal and the envisioned scope. Information was provided to Mr. Russo specific to each roof enabling him to reduce the quoted cost from \$28,000 to \$24,000. Roof test cuts could be performed as necessary as an extra cost. Mr. Russo suggested that the cost estimates for repair/renovation should be spread over a 10-yr. period to be more responsive to a town's ability to fund such projects.

As for roof design projects, per the Town's RFP, Mr. Russo stated that the usual process is to execute a Master Contract for design projects utilizing a sliding scale approved by the Commonwealth. The Committee expressed interest in reviewing such a document.

The group discussed the immediate need for roofing and associated specifications for the Fairbank facility shingled portion. Mr. Russo agreed that the evaluation would take priority over the other roofs to facilitate the project.

It was agreed that Mr. Russo would submit a revision to the Price Proposal on the basis of the discussion this evening. Mr. Melnick was authorized to negotiate any revisions.

Meeting Schedule The next meeting will be called as necessary by the Chairs.

There being no further business, the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Elaine L. Jones